



**Community Development Department**  
39550 Liberty Street, P.O. Box 5006, Fremont, CA 94537-5006  
510 494-4460 *ph* | 510 494-4820 *fax* | [www.fremont.gov](http://www.fremont.gov)

Permit No \_\_\_\_\_

## Tenant Improvements

Please complete this entire form. If you do not have all of the information, please make every attempt to obtain and complete this application. If you have questions, please ask a staff member for assistance.

Job Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone No: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone No: \_\_\_\_\_

Tenant (Business Name): \_\_\_\_\_

Business Owner: \_\_\_\_\_ Phone No: \_\_\_\_\_

Business Description: \_\_\_\_\_

1. Are any proposed facilities located outside the building (above ground tanks, pads, canopies, etc.)?

YES\_\_\_\_\_ NO\_\_\_\_\_

If YES, make a separate application to Development Organization (D.O.) at the Development Services Counter. An additional review deposit and additional plans may be required with your D.O. submittal. For more information, call (510) 494-4480.

2. Will your improvement add square footage inside the building, such as a mezzanine or second story?

YES\_\_\_\_\_ NO\_\_\_\_\_

If YES, contact Planning staff regarding Citywide Development Impact Fees.

3. Is your business involved in the production, assembly, storage, wholesale trade, transfer or transport of electronic computer components (disk drives, memory chips, CPU chips, etc.)?

YES\_\_\_\_\_ NO\_\_\_\_\_

If YES, contact Plans & Permits staff regarding additional security requirements for your business.

4. Are hazardous materials used or stored by your business?

YES\_\_\_\_\_ NO\_\_\_\_\_

If YES, please contact the Fire Department, HAZMAT Division, at 494-4279 for any special requirements.

5. Have you contacted other key agencies?

YES\_\_\_\_\_ NO\_\_\_\_\_

If NO, please coordinate with all appropriate agencies on our list of Public Service Agencies.